



Leavenworth Detention Center
100 Highway Terrace
Leavenworth, Kansas 66048
913-727-3246

TO: Whom It May Concern

FROM: Luis Matos, Programs Facilitator

SUBJECT: Detainee Michael Rojas

Mr. Rojas has participated several programs from June 2018 to the present here at Leavenworth Detention Center. The following is a list of all the programs he has completed and does have a certificate of completion for each:

Course Name and date completed

- Go Further- Destination (4/14/20)
- Go Further- On Ramp (2/5/20)
- Go Further- Highway (3/3/20)
- Go Further- Course Completion (4/14/20)
- Anger Management Program- (4/13/19)
- Partners in Parenting- (5/6/20)
- Getting Motivated to Change- (4/5/19)
- Unlock your Thinking, Open your Mind- (4/20/19)
- The Psychology of Incarceration Course- (10/16/18)
- Prison Documentary Course- (3/1/19)
- Mindfulness for Everyday Life I & II- (3/18/20)
 - Co-Leader of course
- Mindful Living- (9/2/19)
 - Peer Leader of course

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "L. Matos", with a long horizontal flourish extending to the right.

L. Matos
Programs Facilitator
CoreCivic Leavenworth Detention Center

DATE: 6/8/2020



Certificate of Completion

This is to certify that

MICHAEL ROJAS

PEER LEADER

has satisfactorily completed the requirements prescribed for

MINDFUL LIVING

Given on this the 2ND day of SEPTEMBER, Two Thousand and NINETEEN


Warden


Authorizing Person



Certificate of Completion

This is to certify that

MICHAEL ROJAS, CO-LEADER

has satisfactorily completed the requirements prescribed for

MINDFULNESS FOR EVERYDAY LIFE, LEVELS I & II

Given on this, the **18TH** day of **MARCH**, Two Thousand and **NINETEEN**

Warden

Authorizing Person



Certificate of Completion

This is to certify that

MICHAEL ROJAS

has satisfactorily completed the requirements prescribed for

PRISON DOCUMENTARY - COURSE

Given on this, the 1ST day of MARCH, Two Thousand and NINETEEN

A blue ink signature, likely of the Warden, written over a horizontal line.

Warden

A blue ink signature, likely of the Authorizing Person, written over a horizontal line.

Authorizing Person



Certificate of Completion

This is to certify that

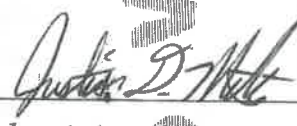
MICHAEL ROJAS

has satisfactorily completed the requirements prescribed for

THE PSYCHOLOGY OF INCARCERATION - COURSE

Given on this, the **16TH** day of **OCTOBER**, Two Thousand and **EIGHTEEN**


Warden

Programs - Metz 
Authorizing Person

Certificate printed in red and black on security paper; security feature on face and back

Certificate printed in red and black on security paper; security feature on face and back

CoreCivic
Certificate of Completion

This is to certify that
Michael Rojas

Has satisfactorily completed the requirements prescribed for
Unlock Your Thinking Open Your Mind - Course

Given on this day, the Twentieth of April, Two Thousand and Nineteen.

Programs - Metz 
Authorizing Person

CoreCivic
Certificate of Completion

This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

Partners in Parenting

Given on this, the 6th day of May, Two Thousand and Twenty


Warden


Authorizing Person



Certificate of Completion

This is to certify that

MICHAEL STEPHEN ROJAS

has satisfactorily completed the requirements prescribed for

CORECIVIC'S GO FURTHER REENTRY PROGRAM

Given on this, the **14TH** day of **APRIL**, Two Thousand and **2020**

A handwritten signature in blue ink, appearing to read "B. Baker", written over a horizontal line.

Warden

A handwritten signature in black ink, reading "Matt Moore", written over a horizontal line.

Authorizing Person

CoreCivic
Certificate of Participation

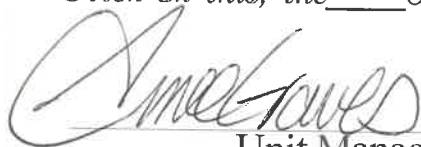
This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

On Ramp (Go Further)

Given on this, the 5TH day of February, Two Thousand and Twenty



Unit Manager


Authorizing Person

CoreCivic
Certificate of Participation

This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

Destination (Go Further)

Given on this, the 14th day of April, Two Thousand and Twenty


Unit Manager


Authorizing Person

CoreCivic
Certificate of Participation

This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

Highway (Go Further)

Given on this, the ____^{3rd} ____ day of _____ March _____, Two Thousand and ____ Twenty ____


Unit Manager


Authorizing Person

CoreCivic
Certificate of Completion

This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

Understanding and Reducing Angry Feelings - Course

Given on this day, the Thirtieth of April, Two Thousand and Nineteen.

Programs - Motz
Authorizing Person 

CoreCivic
Certificate of Completion

This is to certify that

Michael Rojas

Has satisfactorily completed the requirements prescribed for

Getting Motivated to Change - Course

Given on this day, the Fifth of April, Two Thousand and Nineteen.

Programs - Metz 
Authorizing Person



Certificate of Completion

This is to certify that

MICHAEL ROJAS

PEER LEADER

has satisfactorily completed the requirements prescribed for

MINDFUL LIVING

Given on this, the 2ND day of SEPTEMBER, Two Thousand and NINETEEN

Warden

Authorizing Person

Certificate of Training



Be It Known That

has successfully completed _____ hours of
Parenting skills training entitled "Partners in Parenting"
Developed by the DATAR and First Choice Projects
Institute of Behavioral Research
Texas Christian University, Fort Worth, Texas

AWARDED _____, _____ at _____

Training Coordinator

Program Director

Problem Case Studies

Tyrone (age 7) refuses to help his sister with their assigned chores. He has a way of "disappearing" every Saturday morning when chores are suppose to be done, later saying "he forgot" that he was suppose to help. You've tried talking to him about responsibility and being fair to his sister, but he still "forgets."

No matter how early you start, 6-year old Shauna refuses to get dressed on time. You end up reminding her, scolding her, yelling at her, and sometimes even dressing her yourself in order to get out of the house on time. Yesterday, you got so mad you called her "a baby."

Nine-year old Doug has taken to staying outside playing ball with his friends way beyond the time he's due home for dinner. He's late almost every night. You've tried scolding him, lecturing him, and even going out to the playground to "escort" him home - nothing seems to work.

CoreCivic
Certificate of Completion

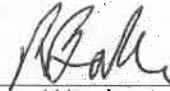
This is to certify that

Michael Rojas

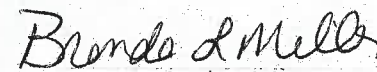
Has satisfactorily completed the requirements prescribed for

Partners in Parenting

Given on this, the 6th day of May, Two Thousand and Twenty



Warden



Authorizing Person

Certificate of Completion

This is to certify that

MICHAEL STEPHEN ROJAS

has satisfactorily completed the requirements prescribed for

CORECIVIC'S GO FURTHER REENTRY PROGRAM

Given on this, the 14TH day of APRIL, Two Thousand and 2020



Warden



Authorizing Person

Ropes

ADL Assistant Program Job Description

You are being considered for the ADL (Activities of Daily living) assistant Program. This is a program designed for inmates to assist other inmates in activities of daily living (ADL) in regular housing units, with physical limitations and receive assistance when needed. As an approved ADL assistant, you will be expected to assist in the following areas that are agreed upon and approved by CCA staff. You will not assist in any medical procedures but will notify CCA staff of any medical emergency.

1. Assist during any emergency situation within the facility. (Evacuation)
2. Assist with cleaning his/her cell.
3. Assist with food tray.
4. Assist with his/her wheelchair.
5. Assist with laundry issues.
6. Assist with going to and from medical/programs/library.
7. Assist with going to and from recreation.
8. Other (Be specific) As needed

Hazardous Chemical/Equipment Training

(Assigned Worker Only) (_____) Initial if assigned as worker

- A. You have the right to information concerning hazardous chemicals at your workplace. This information must be provided to you by Corrections Corporations of America. This includes
1. SDS Global Harmonization Copies must be available to employees, their designated representatives, and treating health care professionals upon request.
 2. Employees/inmates routinely are exposed to hazardous chemicals and must be trained on how to handle these chemicals. Newly assigned employees/inmates should be trained prior to beginning their new work assignment. When new chemicals are used in the work areas, workers must be trained in handling procedures associated with the new material.
 3. Containers of hazardous chemicals must be labeled with the chemical name, appropriate hazardous warning, and the name and address of the manufacturer.
 4. All employees and inmates must wear appropriate personal protective equipment at all times when required.
 5. I have received training on the above listed information and I understand my rights and the responsibilities of my employer.

I agree to participate in the ADL assistant Program, and would like to have an inmate assigned to me so I may receive assistance when needed.

Inmate Name & Federal ID Number

Date

Inmate signature

Supervisor Name and Title

UNIT/POD PORTER JOB DESCRIPTION

DUTIES:

- CLEAN AROUND MAILBOXES, AND TELEPHONES DAILY
- KEEP MICROWAVE AND SINK AREAS CLEAN
- KEEP TRASH EMPTY
- CLEAN AND WASHOUT ICE CHEST DAILY
- WIPE DOWN WALLS IN THE DAYROOM AREA
- CLEAN ALL WINDOWS
- KEEP TABLES AND SEATS CLEAN
- KEEP THE FLOOR SWEEPED AND MOPPED (INCLUDING THE BASE OF THE WALL)
- KEEP UNDER STAIRS AND LANDINGS CLEAN
- KEEP VENTS CLEAN
- KEEP MOP BUCKETS AND CLEANING CLOSET CLEAN
- KEEP STAIRS, RAILS AND OUTSIDE OF CELL DOORS (INCLUDING DOOR JAMS/FRAMES) CLEAN AND FREE OF DUST AND DIRT.
- AM SHIFT OS 6 AM TO 6 PM. PM SHIFT IS FROM 6 PM TO 6 AM
- PORTERS ARE EXPECTED TO BE ROLE MODELS IN THE UNIT.
- KEEP DOOR AND WALLS CLEAN.

SAFETY BRIEFING:

HALLWAY WORKERS/POD CLEANERS

(Inmate initials) Never use a buffing machine, until you have been instructed by an officer, on how to Operate the buffer. Always use a "Wet Floor" sign, when you are mopping the hall. Mop small areas at a time, leaving half the hallway as a walkway. Always mop floor, and let dry, before buffing it. Never use the chemicals from the cleaning bottles on the floor. If you get Toilet Bowl Cleaner, Germicidal, General Purpose Cleaner or Window Cleaner on your mop-head, rinse it off thoroughly, or exchange for a clean one. These Chemicals may destroy the wax on the floor. Never put the wrong chemical in a bottle. Only that chemical on the label is authorized. If caught, disciplinary action may be taken. Always put your equipment away and leave your work area clean and neat.

Hazardous Chemical/Equipment Training

(Assigned Worker Only) () Initial if assigned as worker

A. You have the right to information concerning hazardous chemicals at your workplace. This information must be provided to you by Corrections Corporations of America. This includes:

1. SDS Global Harmonization Copies must be available to employees, their designated representatives, and treating health care professionals upon request.
2. Employees/inmates routinely are exposed to hazardous chemicals and must be trained on how to handle these chemicals. Newly assigned employees/inmates should be trained prior to beginning their new work assignment. When new chemicals are used in the work areas, workers must be trained in handling procedures associated with the new material.
3. Containers of hazardous chemicals must be labeled with the chemical name, appropriate hazardous warning, and the name and address of the manufacturer.
4. All employees and inmates must wear appropriate personal protective equipment at all times when required.
5. I have received training on the above listed information and I understand my rights and the responsibilities of my employer.

My signature below indicates that I have read and acknowledge what job duties I am responsible for as the (A) Housing Unit Worker. And that I agree to participate in the inmate work program.

Inmate Name & Federal ID Number

Date

Inmate signature

Supervisor Name and Title

HOUSING UNIT /DETAIL PORTER

JOB DESCRIPTION

Inmate Name:

ID Number:

Date hired:

LAUNDRY/DAYS 6am-6pm

Detail Porter Duties

1. Keep doors and hinges clean and dust free.
2. Keep corners and edges clean and dust free.
3. Keep trash cans clean and wash out once a week.
4. Fill in for other porters when necessary. Only exception is if the porter is High Custody they cannot work between the hours of 6am and 6pm.
5. Do all the high dusting in the day rooms.
6. Clean all Sally ports areas.
7. Additional duties as assigned.

My signature below indicates that I have read and acknowledge what job duties I am responsible for.

SAFETY BRIEFING

HOUSING UNIT LAUNDRY PORTERS

(Inmate initials)

The laundry bags are to be carried from door to door, never thrown across the cell, dayroom Or to the top tier. Never enter another inmate's cell to deliver or retrieve a laundry bag.

HAZARDOUS CHEMICAL/EQUIPMENT TRAINING

On _____, the following individual was trained on the Hazardous Communications Act, and the "Right to Know" law.

- A. You have the right to information concerning hazardous chemical at you workplace. This information must be provided to you by Corrections Corporation of America. This includes:
 1. Material Safety Data Sheets (MSDS). Copies must be available to Employees, their designated representatives, and treating health care professionals upon request.
 2. Employees/Inmates routinely exposed to hazardous chemicals must be trained how to handle these chemicals. Newly assigned employees/inmates should be trained prior to beginning their new work assignment. When new chemicals are used in the work areas, workers must be trained in handling procedures associated with the new material.
 3. Containers of hazardous chemicals must be labeled with the chemical name, appropriate hazard warnings, and name and address of the manufacturer.
 4. All employees and inmates must wear appropriate personal protective equipment at all times where required.
5. I have received training on the above stated information, and I understand my rights, and the responsibilities of my employer.

Signature

Date

SIGNATURE

DATE